

Annual and Sick Leave (General Information)

Annual Leave Entitlement

An employee may use annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual leave may be taken. An employee will receive a lump-sum payment for accumulated and accrued annual leave when he or she separates from Federal service or enters on active duty in the Armed Forces and elects to receive a lump-sum payment.

Accrual Rates

Employee Type	<i>Less than 3 years of service*</i>	<i>3 years but less than 15 years of service*</i>	<i>15 or more years of service*</i>
Full-time employees	½ day (4 hours) for each pay period	¾ day (6 hours) for each pay period, except 1½ day (10 hours) in last pay period	1 day (8 hours) for each pay period
Part-time employees	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status

Note 1: A temporary employee with an appointment of less than 90 days is entitled to annual leave only after being currently employed for a continuous period of 90 days under successive appointments without a break in service. After completing the 90-day period of continuous employment, the employee is entitled to be credited with the leave that would have accrued to him or her during that period.

Note 2: An intermittent employee (i.e., a part-time employee who does not have an established regular tour of duty during the administrative workweek) is not entitled to accrue annual leave.

* See Creditable Service for Leave Accrual section of this fact sheet.

Scheduling of Annual Leave

Employees and their supervisors are mutually responsible for planning and scheduling the use of employees' annual leave throughout the leave year. Employees should request annual leave in a timely manner, and supervisors should provide timely responses to an employee's request.

Annual Leave Ceilings

Maximum Annual Leave That May Be Carried Over into the New Leave Year	
Federal Employees Stationed within the United States	30 days
Federal Employees Stationed Overseas	45 days
Members of the Senior Executive Service, Senior-Level and Scientific and Professional Employees*	90 days

“Use or Lose” Annual Leave

“Use or lose” annual leave is the amount of annual leave that is in excess of the employee's applicable annual leave ceiling. Any accrued annual leave in excess of the maximum allowed by law will be forfeited if not used by the final day of the leave year. Forfeited annual leave may be restored under 5 U.S.C. 6304(d).

Importance of Scheduling “Use or Lose” Leave in Advance

The maximum amount of annual leave that different categories of employees may carry over to the next leave year is shown in the annual leave ceiling table above. An agency may restore annual leave that was forfeited due to an exigency of the public business or sickness of the employee **only** if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. Any annual leave scheduled after that date will be forfeited if not used by the final day of the leave year. Annual leave that was not scheduled in advance may be restored only under very limited conditions such as employees affected by the Defense Base Closure and Realignment Act (5 U.S.C. 6304(d)(3)), administrative error, or prolonged sickness of the employee.

Creditable Service for Leave Accrual

Civilian Service

All civilian service that is *potentially* creditable for Civil Service Retirement Service (CSRS) purposes, including service covered by the Federal Employee Retirement Service (FERS) is also creditable for purposes of annual leave accrual. Potentially creditable service includes service that *could* be credited if the employee made deposits to the retirement fund. Such deposits are *not required* before the employee gets credit for annual leave accrual purposes.

Uniformed Service

For non-retired members, full credit for uniformed service (including active duty and active duty for training) performed under honorable conditions is given for annual leave accrual purposes.
For retirees, annual leave accrual credit is given only for:

- Actual service during a war declared by Congress (includes World War II covering the period December 7, 1941, to April 28, 1952) or while participating in a campaign or expedition for which a campaign badge is authorized. (See Vets Guide -- War Service Creditable for Veterans Preference.)
or
- All active duty when retirement was based on a disability received as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war as defined in 38 U.S.C. 101(11). “Period of war” includes World War II, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress.

Non-Federal Service or Uniformed Service

A newly-appointed or reappointed employee may receive service credit for prior non-Federal service or active duty uniformed service that otherwise would not be creditable for the purpose of determining his or her annual leave accrual under the conditions prescribed in 5 CFR 630.205. See Creditable Service for Annual Leave Accrual for Non-Federal Work Experience and Experience in the Uniformed Service.

Sick Leave Entitlement

Sick leave is a paid absence from duty. An employee is entitled to use sick leave for-

personal medical needs
care of a family member
care of a family member with a serious health condition
adoption-related purposes
bereavement

Sick Leave Accrual	
Full-time employees	1/2 day (4 hours) for each biweekly pay period
Part-time employees	1 hour for each 20 hours in a pay status
Uncommon tours of duty	(4 hours) times (average # of hours per biweekly pay period) divided by 80 = biweekly accrual rate

Sick Leave Accumulation

There is no limitation on the amount of sick leave that can be accumulated.

Sick Leave Usage Limits per Leave Year

No limitation for an employee's own personal medical needs
Up to 13 days (104 hours) of sick leave for general family care and bereavement each leave year
Up to 12 weeks (480 hours) of sick leave to care for a family member with a serious health condition each leave year

Part-time employees and employees with uncommon tours of duty are also entitled to use sick leave, and the amount of sick leave which may be granted is pro-rated in proportion to the average number of hours of work in the employee's scheduled tour of duty each week.

Requesting Sick Leave

An employee must request sick leave within such time limits as the agency may require. An agency may require employees to request advanced approval for sick leave for their own medical, dental, or optical examination or treatment. To the extent possible, an employee may be required to request advanced approval for sick leave to attend to a family member receiving medical, dental, or optical examination or treatment, to care for a sick family member or one with a serious health condition, for bereavement purposes, and for adoption-related proceedings. If the employee complies with the agency's notification and medical evidence/certification requirements, the agency must grant sick leave.

Re-credit of Sick Leave

An employee who has a break in service and returns to work for the Federal Government is entitled to the recredit of his or her sick leave, regardless of the length of the break in service. However, sick leave may not be recredited if the

employee was reemployed by the Federal Government before December 2, 1994, after a break in service of more than 3 years, and the employee's sick leave was forfeited under the former regulation in effect at the time.

For a reemployed annuitant, any sick leave that is used in the computation of the employee's annuity is charged against the employee's sick leave account and cannot be used, transferred, or reccredited in the future. For a FERS employee who retires between October 28, 2009, and December 31, 2013, 50 percent of his or her sick leave will be credited toward the employee's FERS annuity computation. If the employee returns to Federal service as a reemployed annuitant, he or she is entitled to the recredit of the remaining 50 percent of his or her sick leave. For a CSRS employee, or a FERS employee who retires on or after January 1, 2014, 100 percent of the employee's sick leave will be used in the annuity computation; consequently, no sick leave will remain for recredit should the retiree later return to Federal service.